

**INDIANA DEPARTMENT OF LABOR • BUREAU OF CHILD LABOR**

402 West Washington Street, RM W195

Indianapolis, IN 46204

Toll-Free: (888) 833-6967 • Phone (317) 232-2676 • Fax: (317) 233-3790 • TT/Voice (800) 743-3333

**APPOINTMENT OF ISSUING OFFICERS****IC 20-8.1-4-4**

Only a person who is qualified by statute and designated in writing by the Principal of an accredited school may issue Employment Certificates (work permits). The Principal may appoint as many Issuing Officers as is deemed necessary, but each shall be:

- A Guidance Counselor
- A School Social Worker
- An Attendance Officer for the School Corporation if the Attendance Officer is a teacher licensed by the State Board of Education.

During times when one of the above is not employed by the school, or when school is not in session, there shall be an issuing officer available who is a teacher licensed by the State Board of Education. This teacher's identity and hours of work shall be determined by the Principal and designated in writing.

- Principals and/or Assistant Principals may be appointed during the summer.

Upon request, public school corporations may appoint Issuing Officers for non-accredited private schools located in their school district Issuing Officer's appointment meets the qualifications.

Changes in Issuing Officers during the course of the school year shall require the Principal to notify the Bureau of Child Labor of the change via the Issuing Officer Approval Form.

**ISSUING OFFICER AUTHORITY**

Upon receipt of a completed Intention to Employ/A-1 Form from the minor a work permit may be issued. The Intention to Employ/A-1 Form must be filled out completely (in ink or typed) and signed by both the employer and the minor's parent or guardian. Within five (5) days, the issuing officer shall send a copy of the work permit to the Bureau of Child Labor. He/she shall keep a record of each work permit issued in the files for a period of two years after termination of that permit.

By statute, Issuing Officers have been granted the authority to:

- Deny a work permit to any minor whose academic performance or attendance record does not meet the school corporation's standard.
- Revoke a work permit if:
  1. The student's GPA drops significantly since employment began.
  2. The student's attendance drops significantly since employment began.

In the case of denial or revocation of a work permit, the student may appeal the revocation or denial to the school Principal. A student whose work permit is revoked or denied is entitled to a periodic review of their grade record or attendance record, or both, to determine whether the revocation will continue. A review should be conducted not less than once per school year. If upon review the issuing officer determines that the student's GPA, attendance, or both, have improved substantially, he/she may reinstate the work permit. The Issuing Officer who revokes a work permit must send written notice of the revocation to the employer immediately.

**Withdrawal from School**

The Issuing Officer may permit a minor 14-16 years of age to withdraw from school when joint agreement is reached by the issuing officer and the parent/guardian concerning the employment of the minor, and if he/she is issued a lawful work permit from the Bureau of Child Labor. The issuing officer shall notify the employer in writing that the minor has been permitted to withdraw from school and is not in violation of the compulsory attendance laws. Any minor who has withdrawn from school shall return to school within five days after termination of the employment for which the certificate was issued.

## ISSUING OFFICER APPOINTMENT FORM

Section I In compliance with IC 20-8.1-4-4, I am serving as the Principal with the authority to designate Employment Certificate (work permit) Issuing Officers at the following accredited school (as described in IC 20-1-1-6(a)(5)):

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of School Corporation

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
County

\_\_\_\_\_  
School Telephone #

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

Section II In compliance with and meeting the criteria of IC 20-8.1-4-4, I hereby designate the following Issuing Officers:

\_\_\_\_\_  
Name of Designee

\_\_\_\_\_  
Name of Designee

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Building/Office

\_\_\_\_\_  
Building/Office

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Telephone #

### Section III Selection of Work Permit Issuance Process

(Please check one)

☐ **We wish to start issuing work permits using the new Internet-based system.**  
(Note: Schools that choose to issue work permits via the Internet will be supplied with standard work permits for emergency purposes. The Internet-based system allows schools to print work permits on standard 8½" x 11" paper, which is then authenticated by a security sticker. Schools using this system are not required to mail the top portion of this work permit to Bureau of Child Labor as the data transfer is done securely through the Internet.)

**E-mail address of primary issuing officer:** \_\_\_\_\_  
(This will be the main contact for the Bureau of Child Labor and the person to whom a user id will be issued)

☐ **We do not wish to use the Internet-based system and wish to continue issuing the standard work permits.**  
(Note: These work permits use green card stock which require: typewriters and carbon paper or hand printing and postage.)

Return to: Indiana Department of Labor  
Bureau of Child Labor  
402 West Washington Street, Rm W195  
Indianapolis, IN 46204

\_\_\_\_\_  
Printed/Typed Name of Principal

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date